

本人有意為上述處所申請酒牌續期。本人明白貴局不會受理在牌照期滿前超過**四**個月提出的續期申請；本人亦明白續期申請如未能在牌照期滿前最少**三**個月內提交，則酒牌未必能及時獲貴局續期。若酒牌的有效期為三個月，本人明白貴局不會受理在牌照期滿前超過三個月提出的續期申請；本人亦明白續期申請如未能在牌照期滿前最少兩個月內提交，則酒牌未必能及時獲貴局續期。

I intend to apply for renewal of the liquor licence in respect of the abovesaid premises. I understand that the Board will not accept application for renewal more than **4** months prior to the expiry of the licence and if I fail to submit my application to the Board at least **3** months prior to the expiry of the licence, the licence may not be renewed by the Board in time. Where the period of liquor licence is 3 months, I understand that the Board will not accept application for renewal more than 3 months prior to the expiry of the licence and if I fail to submit my application to the Board at least 2 months prior to the expiry of the licence, the licence may not be renewed by the Board in time.

本人同意所有政府部門向酒牌局提供該部門持有有關本人的個人資料，供酒牌局處理本人向酒牌局遞交的續期申請，以及用於與上述申請有直接關係的用途。

I hereby give consent to all government departments to provide my personal data kept by the departments to the Liquor Licensing Board for the purpose of, or any purpose directly related to, the handling of my application for renewal of liquor licence made to the Liquor Licensing Board.

日期
Date

申請人簽署
Signature of Applicant

此頁刻意留空。
This page is intentionally left blank.

申請人須知 **NOTICE TO APPLICANT**

1. 申請人提出續期申請時，須向酒牌局提交以下文件：
The following documents have to be submitted to the Liquor Licensing Board in respect of the renewal application:
 - 持牌人的近照（35 毫米 x 40 毫米）兩張。
2 recent photographs (35mm x 40mm) of the licence holder.

2. 申請人如欲修訂酒牌上資料，須向酒牌局提交以下文件：
The following documents have to be submitted to the Liquor Licensing Board if applicant applies for amendment(s) to the particulars on the licence:
 - 載有新店名的商業登記證的副本一份（只適用於申請更改店名）；
a copy of the Business Registration Certificate bearing the new shop sign (for change of shop sign of the establishment only);
 - 有關處所的設計圖則，一式三份，圖則上須清楚顯示出用作跳舞的範圍（只適用於申請加上跳舞批註者）；
3 copies of a plan showing the layout of the premises with clear indication of the area used for dancing (for applications with dancing endorsement only);
 - 申請更改面積的處所的經修訂商業登記證副本一份（只適用於申請更改處所的面積）；
a copy of the amended Business Registration Certificate in respect of the premises under application (for amendment of size of licensed premises);
 - 有關處所經修訂設計圖則，一式三份，圖則上須清楚顯示新增／縮減的範圍（只適用於申請更改處所的面積）；及
3 copies of a plan showing the layout of the premises with clear indication of the area included/deleted (for amendment of size of licensed premises); and
 - 有關沒有領有食肆牌照或由民政及青年事務局局长簽發合格證明書的處所酒牌更改處所面積的修訂申請時，須遞交申請書及有顯示處所的擬議改建及／或加建的一式四份的設計圖則及／或一式三份的通風系統圖則。擬議設計圖則及／或通風系統圖則須以十進單位及不少於 1:100 的常用比例繪製。有關申請將會徵詢香港警務處、民政事務總署、規劃署、消防處、屋宇署／隸屬房屋局常任秘書長辦公室的獨立審查組／建築署等及相關政府部門的意見。處理及批核申請所需的時間會比一般酒牌申請較長。（只適用於申請更改處所的面積）
In case of amendment of change of size of the premises not covered by a Restaurant Licence or a Certificate of Compliance issued by the Secretary for Home and Youth Affairs, the application must be accompanied by 4 identical copies of layout plans and/or 3 copies of ventilation plans showing the proposed alteration(s) and/or addition(s) to the premises. The proposed layout plans and/or ventilation plans must be drawn in metric unit and in scale commonly used of not less than 1:100. The application will be referred to the Hong Kong Police Force, Home Affairs Department, Planning Department, Fire Services Department, Buildings Department/Independent Checking Unit under the Office of the Permanent Secretary for Housing/Architectural Services Department etc. and government departments concerned for comment. It will take longer processing time than normal liquor licence applications. (for amendment of size of licensed premises)

3. 申請人可於酒牌續期申請時同時申請修訂酒牌上任何資料。如只欲申請修訂酒牌上任何資料而非續期，請填寫申請表格 FEHB 106C。
Applicant may apply for amendment(s) to the particulars on the liquor licence along with the renewal application. If the applicant wishes to apply only for amendment(s) to the particulars on the licence but not renewal, the applicant should complete application form FEHB 106C instead.

4. 在處理申請過程中，如酒牌局認為有需要其他文件或資料以支持有關申請，會要求申請人遞交有關文件或資料始安排審議。
If the Liquor Licensing Board, in the process of handling the application, considers that other documents or information is required to substantiate the related application, the applicant will be required to submit the related documents and information before deliberation to be arranged.

請在適當的方格內填上「✓」號。Please tick the appropriate box(es).

5. 申請人須在提交申請後，立刻安排在一份報章刊登有關其申請的公告。
Applicant is required to make immediate arrangement to place an advertisement in one newspaper on submission of application.
6. 就有關沒有領有食肆牌照或由民政及青年事務局局長簽發合格證明書的處所酒牌續期申請，酒牌局會徵詢消防處的意見，以確實有關處所已符合所有消防規定，包括遞交消防裝置及設備證書（FS 251）及年檢證書。處理及批核申請所需的時間會比一般酒牌申請較長。
For renewal application of liquor licence in respect of the premises not covered by a Restaurant Licence or a Certificate of Compliance issued by the Secretary for Home and Youth Affairs, the Liquor Licensing Board will consult Fire Services Department on the compliance of all fire service requirements (FSRs) including submission of the Certificate of Fire Service Installation (FS 251) and Annual Inspection Certificate of the premises. It will take longer processing time than normal liquor licence applications.
7. 酒牌持有人須遵守的「一般持牌條件」已載述於《酒牌及會社酒牌申請指南》內以供參閱。
A set of “general licensing conditions” which the liquor licence holder has to observe has been set out in “A Guide to Application for Liquor Licences and Club Liquor Licences” for reference.
8. 凡擬在領有酒牌處所加入新的部分，如該部份涉及食肆業務，則該部分需領有食肆牌照。
If any proposed new portion included into licensed premises involves food business, such new portion shall be covered by a Restaurant Licence.
9. 有關酒牌局審批酒牌申請的準則，請參閱酒牌局網頁上的《審批酒牌申請的準則指引》。
For the criteria used in vetting liquor licence applications by the Liquor Licensing Board, applicant may refer to “Guidelines on Assessing Liquor Licence Application” on the Liquor Licensing Board website.

牌照組
Licensing Section

關於申請酒牌所填報的個人資料
Collection of Personal Data in Connection with
Applications for Liquor Licences

(根據《個人資料(私隱)條例》的規定處理)
(In accordance with the Personal Data (Privacy) Ordinance)

目的說明
Statement of Purpose

1. 收集資料的目的
Purposes of Collection

酒牌局及食物環境衛生署(食環署)會利用這份申請表填報的資料作以下用途：

The personal data provided by means of this form will be used by the Liquor Licensing Board and the Food and Environmental Hygiene Department (FEHD) for:

- (a) 處理有關向酒牌局申請新簽發／轉讓／續發／修訂酒牌及會社酒牌的事宜，其中包括按酒牌局指定的辦法張貼告示，或列出申請的有關細節，以徵詢公眾意見；及
carrying out activities relating to applications for the new issue/transfer/renewal/amendment of liquor licences and club liquor licences made to the Liquor Licensing Board. These may include posting of public notices in such manner as determined by the Liquor Licensing Board and setting out the particulars of the application for public consultation; and
- (b) 方便食環署職員及其他政府部門的職員與你互相聯絡。
facilitating communication among staff of FEHD, other government departments and yourself.

填寫本申請表提供個人資料，純屬自願性質。不過，若不提供足夠資料，則食環署恐怕不能處理你的牌照申請。
The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, FEHD may not be able to process your application for licence.

2. 獲轉授資料的機構的類別
Class of Transferees

在本申請表填報的資料可能會交給其他政府部門及機構，以達致上文第 1 段所載的目的。

The personal data which you have provided by means of this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above.

3. 查閱個人資料
Access to Personal Data

根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 內第 6 原則的規定，你有權查閱及更改你的個人資料。查閱的權利包括有權索取此申請表內所提供的個人資料副本一份。食環署應查閱要求而提供資料時，可能會徵收費用。

You have a right of access and correction with respect to the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data which you have provided by means of this form. A fee may be imposed for complying with a data access request.

4. 查詢

Enquiries

如對經由此申請表取得個人資料一事有任何疑問，包括查閱及更改資料等，可向下列人士提出：

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

港島及離島區

香港灣仔軒尼詩道 225 號
駱克道市政大廈 8 樓
酒牌局助理秘書
電話號碼：2879 5779 / 2879 5728
傳真號碼：2507 2964

九龍區

九龍深水埗基隆街 333 號
北河街市政大廈 4 樓
酒牌局助理秘書
電話號碼：2729 1126 / 2729 1237
傳真號碼：3146 5319

新界區

新界大埔鄉事會街 8 號
大埔綜合大樓 4 樓
酒牌局助理秘書
電話號碼：3183 9255 / 3183 9220
傳真號碼：2606 3350

Hong Kong & Islands

Assistant Secretary
Liquor Licensing Board,
8th Floor, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong
Tel. No.: 2879 5779/2879 5728
Fax No.: 2507 2964

Kowloon

Assistant Secretary
Liquor Licensing Board,
4th Floor, Pei Ho Street Municipal Services Building,
333 Ki Lung Street, Sham Shui Po, Kowloon
Tel. No.: 2729 1126/2729 1237
Fax No.: 3146 5319

New Territories

Assistant Secretary
Liquor Licensing Board,
4th Floor, Tai Po Complex,
No. 8, Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9255/3183 9220
Fax No.: 2606 3350

致 酒牌局秘書

(經 (分區牌照辦事處地址)

電話號碼： 傳真號碼：)

執事先生／女士：

後備持牌人提名

[適用於酒牌申請人預先提名一名後備持牌人，
在持牌人不在場的情況下管理酒牌處所，
為期不超過牌照有效期的日數的 25%¹。]

店名： _____

處所地址： _____

本人 _____ (_____)，持有
(酒牌申請人的中文姓名) (英文姓名)

香港身份證號碼： _____ ()，是上述處所的新酒牌／
酒牌續期／酒牌轉讓*的申請人。(如適用)處所現有的酒牌(酒牌牌
照號碼為 _____)有效期為 _____ 至 _____。
(日／月／年) (日／月／年)

本人現提名 _____ (_____)，
(獲提名的後備持牌人的中文姓名) (英文姓名)

持有香港身份證號碼： _____ ()，在本人成為持牌人／
本人的牌照獲續期／本人的牌照獲轉讓*後，於有關的酒牌牌照有效期內因
本人患病或暫時事故離開處所不在場時，代本人管理上述酒牌處所。

本人同意香港警務處處長向酒牌局秘書提供香港警務處持有有關
本人的個人資料，供用於處理上述申請，或與該申請有關的用途上。

(酒牌申請人簽署)

日期： _____

* 請刪去不適用者。

¹ 根據《應課稅品(酒類)規例》(第 109 章，附屬法例 B)第 24(2)、(3) 及 (4) 條的規定，最長時間(或多於一段期間的總長度)以酒牌有效期的日數的 25%為上限；就有效期超過一年的酒牌而言，每段期間長度不得超過 90 日(在牌照有效期內的任何連續 12 個月內，多於一段期間的總長度不得超過 90 日)。

(由獲提名的後備持牌人填寫^(見註))

本人 _____ (_____)，持有
(獲提名的後備持牌人的中文姓名) (英文姓名)

香港身份證號碼： _____ () (電話號碼： _____；傳
真號碼： _____)，現願意接受上述提名，於持牌人離開處所
崗位期間，成為後備持牌人管理上述處所。本人明白在上述期間，本人
須被當作為該處所的持牌人，並必須遵守酒牌上列明的所有持牌條件。

本人同意香港警務處處長向酒牌局秘書提供香港警務處持有有
關本人的個人資料，供用於處理上述申請，或與該申請有關的用途上。

(獲提名的後備持牌人簽署)

日期： _____

請呈交下列文件：

1. 獲提名的後備持牌人的身份證副本一份。
2. 獲提名的後備持牌人的近照一張。

(註：酒牌局就所有後備持牌人的提名申請會諮詢警方意見。一般情況下，酒牌局秘書會於新酒牌／酒牌續期／酒牌轉讓申請批准後約八星期內考慮審批後備持牌人的提名申請。)

To: Secretary, Liquor Licensing Board

c/o (address of regional licensing office concerned

Tel. No.: _____ Fax No.: _____)

Dear Sir/Madam,

Nomination of Reserve Licensee

[Applicable to nomination of a reserve licensee in advance to manage the premises during the absence of the liquor licensee for a period not exceeding 25%¹ of the number of days of validity period of the licence.]

Shop Sign : _____

Address of the Premises : _____

I, _____ (English name of Applicant) _____ (Chinese name) holder of HKID Card

No.: _____ (), am the applicant of the application for new issue/renewal/transfer* of the liquor licence in respect of the above premises. The current liquor licence (Liquor Licence No. _____) in respect of the premises is valid from _____ to _____ (if applicable).
(dd/mm/yyyy) (dd/mm/yyyy)

I would like to nominate _____ (English name of Nominated Reserve Licensee) _____ (Chinese name),

holder of HKID Card No.: _____ (), to manage the above premises in case of my illness or temporary absence within the validity period of the liquor licence, upon issuance/renewal/transfer* of the licence.

I hereby give consent to the Commissioner of Police to provide my personal data kept by the Hong Kong Police Force to the Secretary of the Liquor Licensing Board for the purpose of, or any purpose related to, the handling of the above application.

(Signature of Applicant)

Date: _____

* Please delete where appropriate.

¹ Pursuant to Regulations 24(2), (3) and (4) of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B), the maximum period (or the aggregate of the periods) is capped at 25% of the number of days of the validity period of the liquor licence, and for a liquor licence with a validity period of more than one year, each period must not exceed 90 days (and the aggregate of the periods must not exceed 90 days within any 12 consecutive months in the validity period of the licence).

(To be completed by the Nominated Reserve Licensee (see Note))

I, _____ (_____) holder of HKID Card
(English name of Nominated Reserve Licensee) (Chinese name)

No.: _____ (_____) (Tel. No.: _____; Fax No.: _____),
hereby accept the nomination to manage the above premises during the absence of the liquor licensee. I understand that I shall be deemed to be the liquor licensee of the premises and shall comply with all the licensing conditions specified on the liquor licence during the period of the licensee's absence.

I hereby give consent to the Commissioner of Police to provide my personal data kept by the Hong Kong Police Force to the Secretary of the Liquor Licensing Board for the purpose of, or any purpose related to, the handling of the above application.

(Signature of Nominated Reserve Licensee)

Date: _____

Please enclose the following documents:

1. A copy of HKID Card of the nominated reserve licensee.
2. A recent photograph of the nominated reserve licensee.

(Note: All applications for nomination of reserve licensee will be referred to the Police for comment. Thereafter, the Secretary of the Liquor Licensing Board will, in general, consider the application for nomination of reserve licensee in about **8 weeks upon the approval of new issue/renewal/transfer applications of liquor licence.**)

(只適用於酒店) (Only applicable to Hotels)

只供在領有酒牌處所加入沒有申請或
領有食肆牌照或由民政及青年事務局局長簽發的合格證明書的新部分

**For Addition of a New Portion, which is not under Application for or covered by a Restaurant Licence
or a Certificate of Compliance issued by the Secretary for Home and Youth Affairs, to Licensed Premises**

提供新部分(「處所」)的附加資料

Additional Information of New Portion (“Premises”) to be Provided

- (a) 處所售賣或供應酒類和提供顧客飲用酒類的面積：_____ 平方米
Area of premises for sale or supply of liquor and
for consumption of liquor on the premises m²
- (b) 處所內有否裝設空氣調節／通風系統：
Installation of Air-conditioning System/Ventilating System:
- 有 類型(例如：水冷式)：_____ 平方米
Yes Type (e.g. water-cooled)
- 否
No
- (c) 處所有否洗手間設施
Provision of toilet facilities
- 有，在處所內
Yes, inside the premises
- 有，所在大廈的公共設施
Yes, public facilities at the building
- 否，在處所內或所在大廈沒有洗手間設施
No, no toilet facilities inside the premises or at the building
- (d) 如處所已領有或正申領其他部門的牌照或證明書，請列明：_____ 平方米
If the premises are under application for or covered by a licence or certificate to be issued/issued by government
departments, please specify
- (e) 現夾附(見附註)
Enclosed (**see Notes**)
- 建議處所設計圖則，一式_____份
_____ identical copies of proposed layout plans of the premises
- 建議處所通風系統設計圖則，一式_____份及相關的通風系統證明書
_____ identical copies of proposed ventilating system layout plans of the premises with their
Supplier Certificate
- 顯示處所位置圖則，一式_____份
_____ identical copies of location plans of the premises

請在適當的方格內填上「✓」號。Please tick the appropriate box(es).

附註 NOTES

1. 本表格須連同酒牌牌照申請書及下列有關處所的設計圖則一併遞交，否則本署無法處理有關申請：
This form must be accompanied by the liquor licence application form and the following plans; otherwise the Department is unable to process the application:
 - (a) 須遞交顯示處所建議設計圖則一式五份¹，包括售酒或供應酒類和提供顧客飲用酒類的地方。圖則須按照比例（不少於1:100）以十進制單位繪製。
5 identical copies of proposed layout plans¹ are required to show the layout of the premises including the portion for sale of supply of liquor and for consumption of liquor on the premises. Such plans should be drawn to scale (of not less than 1:100) in metric unit.
 - (b) 如安裝通風系統，須遞交顯示處所的通風系統建議設計圖則一式三份² 連同相關系統的證明書。圖則須按照比例（不少於1:100）以十進制單位繪製。
3 identical copies of proposed ventilating system² layout plans together with the Supplier Certificate are required if the ventilating system is installed in the premises. Such plans should be drawn to scale (of not less than 1:100) in metric unit.
 - (c) 須遞交比例為 1:1000（十進制單位）的位置圖一式三份，並在圖上顯示處所的位置。
3 identical copies of location maps drawn to scale of 1:1000, in metric unit, are required to clearly indicate the location of the premises.
2. 有關申請將會徵詢香港警務處、民政事務總署、規劃署、消防處、屋宇署／隸屬房屋局常任秘書長辦公室的獨立審查組／建築署等及相關政府部門的意見。處理及批核申請所需的時間會比一般酒牌申請較長。
The application will be referred to the Hong Kong Police Force, Home Affairs Department, Planning Department, Fire Services Department, Buildings Department/Independent Checking Unit under the Office of the Permanent Secretary for Housing/Architectural Services Department etc. and government departments concerned for comment. It will take longer processing time than normal liquor licence applications.
3. 如有關處所並非位於政府物業或房屋委員會物業內，申請人須向酒牌局遞交（可由專人送交或郵遞）由認可專業人士（即根據《建築物條例》（第 123 章）第 3 條的規定註冊的認可人士／結構工程師）按下列適用指引要求以指定表格（FEHB 267）填寫的證明書，證明有關處所內沒有違例建築工程：
Except for premises in government properties or the Housing Authority's properties, certification made by recognised professional(s) (i.e. authorised persons/structural engineers registered under Section 3 of the Buildings Ordinance (Cap. 123)) certifying that the premises are free of unauthorised building works shall be submitted (in person or by mail) to the Liquor Licensing Board in prescribed form (FEHB 267) in accordance with the corresponding guidelines, where appropriate, listed as follows:
 - (a) 由屋宇署署長發出的《認可人士及註冊結構工程師－核證食物業處所沒有違例建築工程的指引》
“Certification of Food Business Premises Free of Unauthorised Building Works – Guidelines for Authorised Persons and Registered Structural Engineers” issued by the Director of Buildings
 - (b) 由隸屬房屋局常任秘書長辦公室的獨立審查組發出的《認可人士及註冊結構工程師－核證食物業處所沒有違例建築工程的指引》（適用於已拆售予領展資產管理有限公司的物業）
“Certification of Food Business Premises Free of Unauthorised Building Works – Guidelines for Authorised Persons and Registered Structural Engineers” (applicable to the properties divested to Link Asset Management Limited) issued by the Independent Checking Unit under the Office of the Permanent Secretary for Housing
4. 如裝設通風系統，處所內每人所得的戶外空氣，不得少於每小時 17 立方米。
If a ventilating system is installed, the standard of ventilation shall be a supply of not less than 17 cubic meters of outside air per hour for each person accommodated on the premises.
5. 申請人凡擬更改已交來圖則上的設計，須提交經修訂圖則，以供酒牌局考慮和轉交其他政府部門處理。申請人須用顏色筆在圖則上標示建議更改之處，並略加說明。不符合這項規定的經修訂圖則，概不受理。申請人須留意酒牌局和其他政府部門不會負責因擬議修訂錯誤地或沒有在圖則上標示而引致的延誤。
Whenever there are changes to the submitted plans for the application, the applicant is required to highlight any proposed changes on the revised plans with colour pens and simple descriptions before making submission to the Liquor Licensing Board for consideration and referral to other government departments for processing. Revised plans not in compliance with this requirement will be rejected. Applicant should note that the Liquor Licensing Board and other government departments concerned would not be responsible for any delay caused by the errors and omissions in highlighting all changes on the plans.

¹ 視乎申請處所的業務性質，須遞交多於五份的圖則。More than 5 copies of layout plans are required depending on the nature of business.

² 「通風系統」的定義可參照《建築物通風系統條例》第 123J 章第 3 條。

Please refer to Regulation 3 of Cap. 123J of Building (Ventilating Systems) Regulations for interpretation of “ventilating system”.